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Approved For Release 2005/11/21 : CIA-RDP70-00211R000300250008-2

*Reports*  
**RETURN TO** *(weekly)*  
RECORDS MANAGEMENT DIVISION

Chief, Management Staff

9 September 1954

Chief, Records Management Division

Weekly Report - Week Ending 8 September 1954

1. A request has been received from OCI for the transfer of 4 cabinets of Top Secret material to the Records Center. This is the first indication of any activity by OCI in the records disposition field.

2. Preliminary indications are that a substantial percentage of Agency forms will be made obsolete as the result of a review now being made by Area Records Officers of the proposed Forms Index.

3. The Vital Materials Program of the Security Office has been reviewed and made more complete by the inclusion of a record of all of the badges issued to Agency employees.

4. Transfers of 125 cubic feet of records from 7 different Agency offices were accomplished. This is equivalent to approximately 15 legal size safe type cabinets valued at \$3,600.

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Report for Week Ending 8 September 1954 from  
RECORDS SYSTEMS BRANCH

Project 4-79 - Records Management Survey, FBID

Project is continuing and is approximately 96% complete. An analysis of the collected forms used by the office is now being made.

Project 4-80 - Agency-Wide Microphotography Survey

Questionnaires from all <sup>but</sup> 6 offices have been returned and follow-up is being made on these. Project is approximately 10% complete.

An experience during the past week emphasizes the need for improved management of the Agency's microfilming facilities. The Deputy Librarian attempted in vain to get someone within the Agency to microfilm some books and pamphlets which he had obtained from various colleges on a 10-day loan basis. He called this office last Wednesday after being advised that the microfilming installations of OCD and P&RD could not accommodate him within the time the documents would be available. The total volume would have amounted to less than 10,000 images on 35mm film which would have required the time of only one operator for 3 to 4 days.

Since the Deputy Librarian considered the contents of these documents to be a valuable addition to the Library, it seemed to us that some other job at P&RD might be deferred for several days so this rush job could be done.

25X1 Accordingly, [redacted] to ask him about the possibility of "squeezing it in." It was pointed out that if P&RD could not do the job, it would have to be done on the outside. After re-checking their schedule, the Acting Chief of P&RD advised us that they could not possibly accommodate the job before 27 September.

That date would have been too late so arrangements had to be made to have an outside firm do the filming. Fortunately, the documents were unclassified. The price of doing the job on the outside, however, amounted to 3 times what it would have cost to do it in the Agency.

Project 4-81 - Security Desk Trays

No change from previous report. Project approximately 87% complete.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records, [redacted]

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No change from previous report. Project approximately 97% complete.

25X1 [redacted] requested several copies of the approved handbook for use in [redacted] Since the handbook has not yet been published, a carbon copy that was on hand was 25X1 forwarded. 25X1 [redacted] indicated that this copy would take care of his immediate needs, but that he would need additional copies in the near future.

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Project 4-83 - Vital Materials Deposit Schedules for All Offices

25X1 [redacted] is compiling a list of Vital Materials deposits for that office which should furnish us with sufficient information to establish a Vital Materials deposit schedule. 60%

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCD/BR dossiers continues. This project is approximately 55% complete. (Although work continued during the week, the percent completed remains the same as last week because of an adjustment based on a re-inventory of the material to be filmed).

Project 4-96 - Vital Materials Handbook

No change from previous report. Project approximately 11% complete.

General Information:

- 25X1 1. A field notice on the standardization of filing supplies in the field has been prepared. This notice will be submitted for approval and publication upon approval of [redacted] which is now being coordinated by Regulations Control Staff.

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3. Final arrangements have been made with Machine Records Division for the quarterly depositing of a complete set of Badge Record Cards (IBM) as reflected on the Vital Materials deposit schedule for the Security Office.

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Report for Week Ending 8 September 1954 from  
RECORDS DISPOSITION BRANCH

Project 4-77 - Office of Scientific Intelligence

The establishment of legal retention and disposal authorization for the records of this office will obviously have to be delayed until the next session of Congress. Therefore, proposed disposition plans prepared in connection with this survey are being reviewed for the highest possible immediate application. Project is 99% complete.

Project 4-78 - Office of General Counsel

No change from previous report. Project is 99% complete.

Project 4-79 - Foreign Broadcast Information Division

No change from previous report. Area Records Officer is on leave. Project is 99% complete.

Project 4-97 - Records Disposition Handbook

The proposed Handbook will be submitted to [REDACTED]  
Project is 60% complete.

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Project 4-116 - Security Office

No change from previous report. Project is 85% complete

Project 5-2 - Office of National Estimates

Awaiting the return of the Chief of the Office for signature and approval. Project is 85% complete.

Project 5-32 - Office of Research and Reports

61 describable items covering an estimated 309 linear feet of records have been listed. Project is 6% complete.

Project 5-40 - Office of Chief of Operations

Awaiting approval for the Records Control Schedule prepared for the records of this office. Project is 75% complete.

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Report For Week Ending 7 September 1954  
RECORDS CENTER BRANCH

Accessioning

OCI has proposed transfer of 4 safe cabinets of top secret records to the Center. These records are being accepted with the understanding that when the move occurs a determination will be made as to their final disposition.

During this week the following accessions were made:

Comptroller	53	cubic feet
Logistics	53	" "
O R R	8	" "
Audit	8	" "
O O	1	" "
O S I	1	" "
Mgt. Staff	<u>1</u>	" "
Total	125	cubic feet

Total accessions to date - 250

Reference

IR/OCB has requested that we furnish them the WPB records, held at the Center, at the rate of 4 boxes per week. It will take approximately 2½ years to dispose of these records at this rate.

25X1 An urgent request for records was serviced for [ ] at 5:00 PM 25X1 on Friday, 3 September 1954. The material was picked up at 5:30 PM by a special messenger and [ ] where it was to be used the next day.

Disposal

25X1 [ ] visited the Center on 2 September 1954 for the purpose of determining the disposition of IR Records now in storage at the Center. Records Center was informed that a memorandum was being prepared which would authorize the disposal of approximately 100 cubic feet of Supplemental Distribution Material and 32 cubic feet of Records.

General

The requisitions for all equipment needed at [ ] have now been submitted. Some questions have arisen in Logistics relative to these; and are being handled as they arise.

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Two sample cribs for use in the move have been received from Logistics.

They were filled with records (18 boxes per crib) and [REDACTED]

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[REDACTED] were called in to get their opinion as to loading into trailers.

They were satisfied with the cribs and said they should provide maximum utilization of trailer space.

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Report for Week Ending 8 September 1954 from  
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics  
Office

a. Reports Management - No change in program status. Copies of "An Introduction to Reports Management" and the forms proposed for conducting the program were furnished  Project is 25X1 20% complete.

b. Correspondence Management - Work on the correspondex of administrative requests and reports is continuing. Proposed pattern memos were discussed with members of the Employee Services Division, and the Transaction and Records Branch, Personnel Office.

Project 4-94 - Office of the Comptroller Reports Management Program

No change in program status. Project is 23% complete.

Project 4-98 - Correspondence Handbook

The Director's secretary reported she will meet today with the DDCI's secretary to resolve the one point of issue on correspondence style. Retyping of the Handbook will follow immediately in an effort to meet the 15 September date for its submission to Regulations Control Staff. 9/10

General Information

a. Employee Suggestions

No. 643, Agency-Wide Use of Magic Copy Paper - Evaluated and disapproved for adoption.

No. 979, Signature Marker - Evaluated and approved for adoption. Suggestion makes added contribution to the correspondence assembly markers proposed in the Correspondence Handbook. Forms Management Branch has concurred in the printing and stocking of the suggested marker.

No. 1093, Indicating Signer's Telephone Extension on Inter-Office Memorandums - Suggestion has been studied. Alternate proposal referred to Security Control Staff for approval prior to our preparation of a written evaluation.

No. 1163, Agency-Wide Use of Smudge-Proof Hectograph Masters - Price quotations and samples of the suggested product have been requested from the supplier.

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b. Correspondence Management Pamphlet - Typed copy including suggested illustrations is complete except for the cover. Copy will be ready for review this week.

c. Pamphlet, "Modern Writing Styles" (formerly "Word Pruning") - Text and illustrated cover are complete. A retyped copy in 8" x 5" pamphlet size will be ready for review this week. We propose to coordinate the pamphlet with the Office of Training for distribution through Training Liaison Officers.

d. Pamphlet, "What is Readability?" - Completed the analysis of the Readers Digest article, "Don't File It -- Throw It Away." Pamphlet is 80% complete.

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Report for Week Ending 8 September 1954 from  
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

No change from previous report. Project 47% complete.

Project 4-86 - Forms Index

Coordination has been obtained from OSI and the Comptroller. 17 forms have been obsoleted by the Comptroller. Project is 75% complete.

Project 4-95 - Forms Management Handbook

No change from previous report. Project is 4% complete.

Project 4-103 - Preparation of Final-Type Forms Copy by Forms Management Branch

No change from previous report. Project is 10% complete.

Project 4-79 - Records Management Survey, FBID

Analysis of forms collected is continuing. Project is 45% complete.

Individual and Group Information Report Evaluation Forms

Several minor changes have been made by the office of primary interest. Drafting of specifications will commence sometime next week.

Fitness Report Questionnaire

Final-type copy has been approved by a representative of AD/P and the form is in production at the Reproduction Plant.

Hoover Commission

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It has been tentatively agreed that [ ] will be responsible for studying the forms management phase of the paper work program in the Department of State, Justice, and Agriculture. It is anticipated that a preliminary contact with Justice Department officials will be made sometime this week.

*Developed and obtained  
approval of the WDA  
on a proposed notice*

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**CONFIDENTIAL**Reprint Review

During the first six working days of September 35 reprint requests were received and reviewed with the following results:

- 1 form was reprinted without change.
- 18 forms were redesignated.
- 6 forms were revised by Forms Management Branch.
- 3 forms are now being revised by the offices of primary interest.
- 3 forms needed revision but because of Forms Management Branch's work load could not be handled and were reprinted as is.
- 10 reprint requests were either cancelled outright or quantities ordered were reduced to prevent excessive stock piling.
- 1 set of printing specifications was revised to achieve economies in printing costs.

Printing costs for the period were reduced by \$1,801.79.

Summary of Individual Actions

New	2	10,200
Revised	28	329,700
Rerun	4	27,000
Overprint	1	200
	<u>35</u>	<u>367,100</u>

Redesignated 28

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